

State of Montana
Department of Public Health and Human Services
PO Box 4210 Helena MT 59604

VACANCY ANNOUNCEMENT

December 13, 2007

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TITLE:	HR Administrative Assistant
POSITION NO:	00598
LOCATION:	Director's Office, Helena
STATUS:	Full-Time/Permanent
UNION:	Non
PAY PLAN 20:	Pay Band 3
STARTING SALARY:	\$22,463 - \$28,079 annually. Depending on qualifications and internal equity.
SUPPLEMENT:	Yes

APPLICATION DEADLINE: State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to hhsea@mt.gov or faxed (406) 444-0262. **This position is open until filled.** Applications must be received or postmarked if mailed no later than **5:00 p.m., Friday, December 28, 2007 (first review)**. For further information visit the DPHHS website: www.dphhs.mt.gov/jobs

SPECIAL INFORMATION: Join a dedicated team of professionals striving to touch the lives of all Montanans. As the largest state agency, DPHHS offers career advancement opportunities in over 550 different occupations. In addition to meaningful work and a rewarding career opportunity, we offer a comprehensive benefits package.

Our typical compensation offering for a full-time employee earning \$22K: annual salary \$22,000; health benefits \$7,080.00; retirement \$1,518.00; = **\$30,598.00**. In addition, we offer three weeks of paid vacation within the first year of employment, paid sick days, and holiday time.

This position is open until filled. Applications received by the deadline will be eligible for first review. A typing test is required at time of application. Must be able to type 35 (net) wpm (.2 is subtracted from the typing score for each error to obtain net score). Obtain this test from local Job Service.

CRIMINAL BACKGROUND CHECK: All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job.

TRAINING ASSIGNMENT: If there are not a sufficient number of qualified applicants, a training assignment may be considered. In order to be eligible for a training assignment, applicants must possess all but two years of the required education/experience. Salary depends upon education and experience.

TYPICAL DUTIES: The primary duty of this position is to assist and provide secretarial support to relieve Human Resources (HR) staff of routine administrative matters. The incumbent is responsible for administrative tasks to include but not limited to recruitment and selection, classification, pay plan administration, Family Medical Leave Act (FMLA), training and record keeping; and will use computer software to accomplish a variety of specific office needs which include typing correspondence, records management, data entry, and conducting background checks. This position serves a vital role as the first point of contact in the office and provides accurate, professional, and timely customer service during phone and non-phone (e.g., in-person, written correspondence, etc.) interactions with staff and the general public.

KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:

Knowledge: Working knowledge of personal computers and spreadsheet, database, and word processing software, calculators, multiple phone lines; administrative, clerical, or office positions; and human resource functions and providing technical assistance to customers.

Skills: Exceptional customer service and oral/written communication skills; detail-oriented and a self-starter; effective problem solving, planning, and organizational skills. Must type 35 wpm (net).

Abilities: Ability to handle multiple tasks and priorities under tight deadlines; and work diplomatically and effectively with staff and customers.

EDUCATION/EXPERIENCE REQUIRED: One year of related college or vocational training **AND** two years of administrative support experience. Experience with Statewide Accounting, Budgeting and Human Resource System (SABHRS) preferred but not required. Progressive administrative support experience may substitute for the education requirement on a year-for-year basis. Other equivalent combinations of education and experience may be considered.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must

compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev.7/99 or 5/01);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts (if applicable) for any coursework at a college or technical school. (**Only degrees/coursework from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements; OR if unforeseeable circumstances occur, transcripts may be brought to interview;*)
4. Job Service typing test with 35 wpm (net) is required at time of application; and
5. Supplement question.

Applications will be rejected for late, incomplete or unsigned application materials.

COMPENSATION: Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

IMMIGRATION REFORM AND CONTROL ACT: In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

REASONABLE ACCOMMODATIONS: Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

SELECTIVE SERVICE COMPLIANCE CERTIFICATION: All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

SUPPLEMENT QUESTION

Department of Public Health and Human Services
Title: HR Administrative Assistant
Position: #00598
Location: Director's Office, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. The response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please briefly describe your experience working in a challenging office environment and managing multiple priorities. In your response, be sure to include specific examples.